

Department of Music

Bylaws and Policies

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Dr. Gregory Balfany, Chair

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DEPARTMENT BYLAWS

1. Department name and purpose

The purpose of the department is stated in the department's self-study for accreditation with the National Association of Schools of Music, Section I. OPERATIONAL STANDARDS, A. Objectives, (approved 1989).

The primary objectives of the Music Department are:

- a) To prepare music educators for certified service to both public and private schools at the elementary and secondary levels.
- b) To develop a high level of musicianship and understanding in all music students.
- c) To sensitize the general university population to the role of music in the development of a quality of life believed to be important to an educated person.
- d) To demonstrate excellence in the art of music, including performance, (both personal and professional), and in its teaching.

The secondary objectives of the department are:

- a) To extend to the community and region an artistic, intellectual, and educational influence, which positively affects the quality of life of its citizens.
- b) To present or sponsor cultural, recreational, educational and extra-curricular programs in music to meet educational and personal development needs of students and area citizens.
- c) To serve as a center for problem-solving expertise in the art of music and music teaching.

2. Membership, meetings and voting

Faculty and Academic Staff with a 50 percent or greater appointment are voting members of the department (subject to these bylaws) and required to attend meetings. Meetings operate under the open meeting laws of the State of Wisconsin.

3. Operating rules including amending procedures

The department operates under the procedures set forth in Robert's Rules Of Order.

4. Quorum

A Quorum is two-thirds of the voting membership.

5. Department responsibilities

6. Department Committees

The Department shall create committees to address the needs of the Department. Committees traditionally created on an annual basis are: Curriculum, Travel, Merit, Recruiting, and Recital. Tenured Faculty will also serve annually on Promotion, Retention, and Tenure Committees.

7. Department Chair

The chair is elected under the policies and practices described in the Employee Handbook, Section II, University Organization and Administration, Instructional Units.

DEPARTMENT POLICIES

Faculty and Academic Staff Policies

1. Hiring Procedures

For faculty appointments:

(cf. *Faculty Personnel Rules* UWS 3.01, 3.02,3.03, and 3.04, and UWL 3.02, 3.03, and 3.04)

For academic staff and appointments:

(cf. *Academic Staff Policies and Procedures* UWS 10.01 – 10.05, and UWL 10.01 – 10.05)

Additional departmental policy procedures and guidelines:

**SEARCH AND SCREEN COMMITTEE PROCERDURES
UNIVERSITY OF WISCONSIN-LA CROSSE
DEPARTMENT OF MUSIC**

A. COMMITTEE ORGANIZATION

1. The Department shall elect a Committee Chair in order to carry on the appropriate functions of the Search and Screen.
2. The Committee shall elect a Secretary who will be responsible for posting of meetings through the Campus Connection, and taking summary minutes of meetings.
3. For the conduct of all Committee business, a quorum is defined as two-thirds of the Committee members. There shall be no votes cast in the Committee meeting in absentia or by proxy. A minimum of two-thirds affirmative votes cast by the Committee is required.
4. All voting shall be done by show of hands unless a roll-call vote is requested by any member of the Committee. Record of all voted shall be maintained. For roll-call votes, the votes of each member shall be ascertained and recorded.
5. All members of the Committee agree, by virtue of accepting their appointment to the Committee, to regard all deliberations of the Committee and the names of nominees and candidates as confidential. Public statements are to be made only by the Chair.
6. Items of business shall be placed in the agenda at he request of any member.
7. Meetings will be conducted according to open meeting laws as appropriate.

B. COMMITTEE RECORD

1. All materials concerning individual nominees/applicants shall be confidential. Materials on nominees/applications shall be kept in a locked room and file available to committee members only.
2. The secured room shall be used by Committee members for the review of materials concerning nominees/applicants. A private file for each Committee member's personal notes shall be maintained.

3. A record of the approved minutes of all meetings will be kept on file by the Secretary.
4. The secretary or designated committee member and the Affirmative Action Officer shall compile information on affirmative action, and summary data on sex, ethnic background, and geographic distribution of all nominees.

C. SEARCH PROCEDURES

1. Nominations and applications will be sought by placing an ad in the Chronicle of Higher Education.
2. Letters will be sent to or personal contact will be made with directors and music administrators of universities and colleges with significant minority enrollments as per HR & D lists.
3. All applications must be in writing.
4. Committee members shall not be considered for the position.
5. All letters of interest and requested application materials received shall be given to the Chair, who will acknowledge them using the criteria indicated and sample letters in the Unclassified Recruitment Reference Manual.

D. INITIAL SCREENING

1. All screening will take place after the criteria have been established.
2. An updated list of applicants shall be maintained by the Chair. The list shall indicate which applicants have withdrawn.
3. The Committee shall use the previously determined criteria to develop pool of candidates from the applicants.
4. The Secretary, in compliance with open meeting rules, will post all meetings, noting if any meeting may go into closed session.
5. At evaluation meetings, the meeting may be closed by majority vote of those in attendance (taken by roll call), for the purpose of discussing individual candidates. The Chair or presiding officer will announce that he or she will entertain a motion, "to convene in closed session to consider personal history information about applicants for the position of Band Director/Trumpet Instructor as provided in section 19.85 (1)(f) of Wisconsin Statutes."

6. Following initial discussion of the applicant's qualifications in terms of the stated criteria, Committee members shall vote to assign each applicant to one of the following categories: (1) Retain for detailed evaluation (the Chair or designee will seek further information from the applicant). (2) Remove from further consideration. If the majority of those in attendance vote to assign an applicant to category (1), the individual is advanced to candidate status. Those not becoming candidates shall be notified in writing at the appropriate time and thanked for their interest.

E. SECOND STAGE OF SCREENING

1. Candidates shall be requested to provide additional materials including audio and video recordings in support of their candidacy and to respond to any specific questions developed by the Committee. Candidates shall also be asked to provide the names, phone, fax numbers, and Internet addresses of at least five references who could be contacted by the Committee.
2. All materials shall be reviewed by each committee member.
3. After complete discussion of each of the candidate's qualifications and application materials, a vote shall be taken to assign each candidate to one of two categories: (1) Retain for detailed evaluation; (2) remove from further consideration. If the majority of those in attendance vote to assign a candidate to category (1), the candidate will be advanced to the third stage for further detailed evaluation.
4. Any committee member may request a re-vote. A candidate previously eliminated may be returned to the pool by a two-thirds majority vote of committee members present.

F. THIRD STAGE OF SCREENING

1. Telephone reference checks shall be made on each of the remaining candidates. These contacts shall be made by a team of committee members assigned by the Chair. A standard set of questions will be used. A record of the interview will be maintained from each call.
2. The teams shall share the information obtained from the reference checks with the Committee. The Chair or designee may seek further information about each semi-finalist as needed, while respecting the candidate's need for confidentiality.
3. The Committee shall vote on the third stage candidates, one at a time, to select which will be forwarded for final screening. At least a two-thirds

affirmative vote of those in attendance is required to move a candidate to the final screening process.

4. Should the list contain more than eight candidates, the Committee will cull the list by a ranking process. Each Committee member shall rank the candidates starting with one and ending with the number of candidates left in the pool. The Chair will sum the scores for each candidate. The eight candidates with the lowest summed score will advance to the fourth stage.

G. FOURTH STAGE OF SCREENING

1. The committee shall advance the list of eight or fewer candidates to the Department faculty in order for the faculty to give final ranking in this list to stage screening.
2. When the faculty has ranked the final candidates, the Chair will sum the scores of each finalist. The three candidates with the lowest scores will be invited to campus to interview.

H. FINAL SCREENING

1. The process of the final screening shall include personal interviews, instruction, and performance with those finalists selected as described in Section G, to be conducted with legal and equal questions across the candidates, as indicated in the reference materials found in the Unclassified Recruitment Reference Manual.
2. After gathering information, interviewing, etc., faculty members shall vote on the finalists, one at a time. At least a two-thirds affirmative vote of the Department faculty members in attendance is required to move the finalists to the recommendation to hire.

I. RECOMMENDATION TO HIRE

1. The Committee, with consultation with AAO and HR&D, shall deliver the recommendation, with supporting information, to the Dean/Division Officer, who will use form L-1347, following established procedures and forwards to HR&D (refer to the Unclassified Recruitment Reference Manual Staffing Process for complete details).
2. After selection has been assured, the Chair will notify all candidates, semi-finalists and finalists not selected in writing.
3. The Chair will prepare final committee materials and is responsible for the archiving or other disposition of committee records in consultation with HR&D.

4. The work of this Committee shall reflect the fact that the University of Wisconsin System is an equal opportunity affirmative action employer.

2. **Annual Review and Merit:**

regarding a. Evaluation, b. Criteria, and d. Appeals:

(cf. *Faculty Personnel Rules* UWS 3.05 – 3.11 and UWL 3.08;
and *UW-L Employee Handbook*, p. L-2)

regarding e. Academic staff reappointment:

(cf. *Academic Staff Policies and Procedures* UWS 10.03 – 10.05
and UWL 10.3 and 10.4; and *UW-L Employee Handbook*, p. L-2)

Additional departmental policy procedures and guidelines:

DEPARTMENT OF MUSIC
Faculty/Academic Staff Merit Policy

A. CATEGORIES

“Highest Merit”	Those faculty/academic staff with merit scores of 4 or higher on a five-point scale.
“Merit”	All faculty/academic staff who have a merit evaluation score of 2.00 or higher and who apply for merit.
“No Merit”	Those who have a merit evaluation score below 2.00. Those who do not apply for merit.

B. MERIT EVALUATION COMMITTEE (MEC)

1. The MEC shall consist of five faculty/academic staff members.
2. All faculty/academic staff that hold voting privileges (appointments of 0.5 pr more) will serve on the MEC in turn.
3. A random order of faculty/academic staff will be determined by lot.
4. Five faculty shall be taken from the above order in sequence each year to serve as the MEC.
5. New faculty/academic staff will be added to the list in a random position after their first complete year of service to the University.
6. faculty/academic staff that has not been retained by the University shall not serve on the MEC.

C. PROCEDURE

1. The following form shall be used by the MEC.

Faculty/Academic Staff Merit Report

For use by members of the Merit Evaluation Committee to report their individual scores for each faculty member reviewed. This report is submitted to the department Chairperson.

Name of Faculty/Academic Staff Member

Based on your review of the Merit Application Form and other available materials (syllabi, test banks, student evaluation materials, etc.) provide a score of 1.00 to 5.00 using increments of .5 for each of the categories below:

Teaching	
Student evaluation	(30%)
Peer Evaluation	(30%)
Composition/Performance	
Research	(20%)
Contribution to the University	(10%)
Professional and Public Service	(10%)

2. Three of the five resultant scores will be used. The high and low scores will not be used in the determination of a merit score.
3. Members of the MEC may not evaluate their own application. For MEC members only four scores will be submitted; the lowest score of the four will not be used.
4. The letter of application shall be no more than two typewritten pages in length and will concern itself only with the activities of the past twelve months. The application letter shall describe the candidate's activities related to teaching, research, service to the University and service to the community.
5. First year faculties are recommended to the category "Merit".

D. FINANCIAL CONSIDERATIONS

1. 18% of the merit dollar pool shall be set-aside for "Highest Merit".

2. The “Highest Merit” pool will be divided evenly among the recipients to a maximum of \$200 per individual.
3. Money in the “Highest Merit” pool not awarded will return to the regular “Merit” pool.
4. Money in the regular “Merit” pool will be distributed evenly among all “Merit” recipients as a percentage of salary using COLA raises as the distribution model.

E. PROVISOS

1. Faculty and Academic Staff participate in different merit pools; therefore, they will only be ranked within their own pool.
2. Merit evaluations must be taken each semester for probationary faculty and academic staff through their first 6 years.
3. Merit evaluations must be taken for all faculties at least once every three semesters.
4. The department long form will be used for all evaluations and shall include the short form comparison question.
5. Merit computations, except the Department Chair’s shall be executed by the chair. Computation of the Chair’s merit score shall be conducted by a chair or by other administrator outside the Department of Music.
6. The Chair shall report to the faculty and academic staff member his/her department ranking and score and their ranking in each of the four areas.

F. APPEAL

Merit evaluations may be reconsidered by the Merit Evaluation Committee upon receipt in writing of a request for a hearing. The request for reconsideration must be submitted to the Department Chairperson within seven calendar days of notification of the Merit Evaluation results. The request must include the reasons for the hearing. Reasons and discussion during the hearing must be restricted to information contained in the Merit Evaluation Form and the Merit Application Form.

Action of the Merit Evaluation Committee on any appeal is considered final within the department. Mechanisms for further appeal beyond the Department level are established on this campus and may be found in UW System Administrative Code, UW-L Faculty and Academic Staff Handbook and the UW-L Faculty and Academic Staff Handbook and the UW-L Faculty Personnel Rules.

3. **RETENTION AND TENURE:**

regarding a. review process, b. Criteria, and c. Reconsideration:

for faculty:

(cf. *Faculty Personnel Rules* UWL 3.06 – 3.11 and UWL, 3.06 – 3.08; and *UW-L Employee Handbook*, pp. L-9 through L-15)

for academic staff:

(cf. *Academic Staff Policies and Procedures* UWS 10.3 – 10.5 and UWL 10.3 and 10.4; and *UW-L Employee Handbook*, pp L-2)

Additional departmental policy procedures and guidelines:

EVALUATION OF PROBATIONARY FACULTY

I. Upon call of the Vice Chancellor, the tenured faculty of the Department of Music shall review materials prepared for and/or by every department member identified for review as probationary staff member in order to make recommendations concerning successor appointments or retention.

A. Materials for Review

1. Current Vita (detailing, at a minimum, degree status, professional history, fellowships, grants, publications, professionally related activities).
2. A record of student evaluation scores for the past three years.
3. A record of merit evaluation scores for the past three years.
4. A record of teaching and development activities.
5. A record of scholarships (publications, funded grants, exhibits, performances) with supporting documents.
6. A record of service (department, college, university, profession).
7. A record of teaching. Written report of Evaluative Committee.

- B.
1. A call for review materials and written notice of the date and time of the review meeting shall go to each person undergoing review no less than 20 calendar days prior to such meeting.
 2. Materials are to be available for review at least 5 calendar days before a candidate's retention hearing.

II. Procedure for Review

The meeting shall be conducted in compliance with the Open Meetings Law of the State of Wisconsin. The person undergoing review shall be given opportunity to make a written and/or oral presentation at the meeting.

- A. Criteria for decisions shall be the review categories as identified in 1A above.
- B. The chairperson or his/her designee shall preside at the review meeting and shall accept votes from tenured members of the faculty.

III. The departmental decision together with constructive comment as deemed necessary, shall be reported in writing to the person undergoing review. The departmental decision shall be reported to the Dean. These reports shall be made within seven calendar days following the retention.

IV. Evaluative Committee Hearing

A committee of three tenured faculty members shall compose the evaluative committee for each person undergoing review. Two of the members shall be elected by the tenured faculty and one member shall be the choice of the person undergoing review. A tenured faculty member may serve on more than one evaluation committee. The committee shall visit, for a minimum of two visits per year and a maximum of four per semester, classes or probationary faculty. These visits must be completed prior to any retention decision. Criteria used in the class visitation shall include, but not be limited to:

1. Evidenced knowledge of subject matter.
2. Quality of the instructor's preparation.
3. Quality of the instructor's presentation.
4. The ability of the instructor to express ideas.
5. The quality of the work done by the students.

The committee shall evaluate classes that represent a fair distribution of the instructor's teaching load. Visits for purposes of evaluation shall be planned with full knowledge of and permission from the teacher of the class. The committee shall meet with the instructor at least two weeks prior to the candidate's hearing.

4. **TENURED FACULTY REVIEW AND DEVELOPMENT (POST-TENURE REVIEW):**

regarding a. review process and b. Criteria:
(cf. *UW-L Employee Handbook*, pp. L-20 and L-21)

Additional departmental policy procedures and guidelines:

TENURED FACULTY REVIEW AND DEVELOPMENT POLICY

I. REVIEW CYCLE

The tenured faculty review cycle is determined first by accepting volunteers then by listing tenured faculty, with longest tenure first, excluding those who have officially announced retirement, and dividing by 5 (the number of years between each review). Individuals will be added to cycle as they become tenured and will be reviewed during each subsequent tenured year of service divisible by five (5). Individuals whose formally announced date of retirement falls during or immediately following the year of his/her scheduled review may request a one year delay of his/her post tenure review. This request may be made only one time.

II. METHOD

- A. The review shall be conducted by a committee of three to five colleagues, who are chosen by the tenured faculty member to be reviewed and who agree to serve. If no one agrees to serve, the committee will be appointed by the department chair.
 1. One member of the committee may be from outside the department.
 2. Composition of the committee shall be published in the department's weekly bulletin within two weeks of the department chair's notifying the faculty member that s/he is to be reviewed.
- B. The committee shall meet with the faculty member being reviewed at the beginning of the review process and at the conclusion of the review process. The faculty member being reviewed shall singularly or in collaboration with the committee develop the procedural and content related details of the entire process in consonance with this document.
 1. At the initial meeting, the faculty member shall have an opportunity to present a personal professional development plan, a self-evaluation, and request that the committee provide feedback specific to his/her own concerns.
 2. At the concluding meeting, the committee shall present their findings, including any recommendations for development, to the faculty member being reviewed. Results of the review will be summarized in a letter signed by all committee members and the faculty member being reviewed, with copies to the dean, department chair and the faculty member being reviewed.

3. In the event that the faculty member's contribution to the department does not meet the minimum criteria, the committee will present a written list of its concerns to the faculty member. After the faculty member has received this list of concerns, the committee will continue to meet with the faculty member until a plan to overcome these areas of concern within a reasonable period of time has been developed.
 4. Procedure to be followed to resolve concerns and/or appeal the findings of the committee are described in the UW-La Crosse Staff handbook, under "UW-L Tenured faculty Review and Development."
- C. In conducting their review, the committee shall examine relevant materials documenting the faculty member's performance over the previous five years in teaching, creative work and service. Materials relevant to the last five years may include, but not to be limited to, the following:
1. Faculty personal professional development plan.
 2. Teaching portfolio, if available, and/or course material.
 3. Most recent or current application for promotion (if within past five years).
 4. All Student Evaluation of Instruction scores.
 5. All merit forms.
 6. Documentation of scholarly/creative activity, such as a portfolio of creative work, copies of publications, presentations, recordings of performances, etc.
 7. Documentation of professional service activity.
- D. The committee and faculty member being reviewed shall solicit peer and student input relevant to the faculty member's performance over the last five years in teaching, scholarship, professional development, and professional service. The depth and nature of this input may be determined by the committee through discussion with the individual being reviewed.
- E. The committee and faculty member being reviewed may arrange for classroom visitation by committee members.
1. Classes to be observed are chosen by agreement between the committee and the faculty member being reviewed.
 2. The faculty member being reviewed should provide observers with objectives for the class session(s) being observed.

3. All members of the committee will observe the faculty member being reviewed at least once.
4. The faculty member being reviewed will have the choice of having all committee members observe at once, in various combinations, or individually.
5. The faculty member being reviewed will meet with committee members to discuss the observation(s) within one week of the observation and prior to the final meeting of the faculty member and the review committee. (see also IIB2, above)
6. Any written notes, video tapes or audio tapes of observed class session(s) will be given to the faculty member being reviewed when the review process is concluded. No video or audiotape is to be used unless they are requested by the faculty member being reviewed.

III. CRITERIA FOR REVIEW

- A. Decisions concerning the satisfactory performance of the faculty member being reviewed will be based upon the minimum criteria shown on the next page.
- B. In assessing if the faculty member being reviewed meets the criteria for his/her rank, the committee should consider the following questions:
 1. Is the faculty member contributing appropriately to achievement of departmental, college, and university missions?
 2. If the faculty member is eligible for promotion, is s/he performing at a level that will enable him/her to advance to the next rank?
 3. If the faculty member is no longer eligible for promotion, is s/he demonstrating a level of professional activity appropriate to his or her rank?

MUSIC DEPARTMENT FACULTY/STAFF

PROFESSIONAL DEVELOPMENT PLAN (PDP)

All teaching faculty and academic staff appointed half time or more should have a PDP on file in the music office. This plan shall cover a period of three years for untenured faculty and academic staff and five years for tenured faculty. PDP's shall be reviewed at the beginning and end of each planner's review cycle by his/her review committee. Plans may be modified at any point during the cycle. The plan should be flexible enough to allow for shifts in professional emphasis and personal professional goals.

Each PDP planner shall establish his or her own review committee as stipulated in the guidelines stated in the Music Department's Tenured Faculty and Development Policy (Section IIA). Each PDP shall, within the mission and goals of the department, college, and university, clearly define goals/objectives relating to each of the following criteria:

- A. Teaching effectiveness
- B. Creative/Scholarly accomplishments
- C. Continuous preparation, study, and professional growth
- S. Professional service

5. Promotion:

Regarding a. Review process, b. Criteria, and c. Reconsideration
(cf. *UW-L Employee Handbook*, pp. L-9 through L-15)

Additional departmental policy procedures and guidelines:

Regarding b. Criteria

Criteria for review as stipulated in Section 4.b. “Tenured Faculty Review and Development (Post-tenure Review)” have specific implications for tenured faculty seeking promotion. Those criteria are:

- A. Decisions concerning the satisfactory performance of the faculty member being reviewed will be based upon the minimum criteria shown on the next page.
- B. In assessing if the faculty member being reviewed meets the criteria for his/her rank, the committee should consider the following questions:
 1. Is the faculty member contributing appropriately to achievement of departmental, college, and university missions?
 2. If the faculty member is eligible for promotion, is s/he performing at a level that will enable him/her to advance to the next rank?
 3. If the faculty member is no longer eligible for promotion, is s/he demonstrating a level of professional activity appropriate to his or her rank?

RETENTION, PROMOTION AND TENURE (RPT) COMMITTEE

Definition: A standing committee of Music department faculty created to address issues of retention, promotion, and tenure.

Description: The Retention, Promotion and Tenure (RPT) Committee has sole decision-making authority regarding the promotion, retention, and tenure of the Music faculty and academic staff within the department.

The Retention, Promotion and Tenure (RPT) Committee shall consist of the tenured faculty of the Department of Music.

Special Provision Regarding Promotions- only faculty at or above the rank a candidate for promotion is seeking shall vote on said candidate's promotion.

SCHOLARLY ACTIVITY

Department of Music

Criteria

Scholarly activity is divided into two categories: Professional Development and Research and Publication.

Professional Development. In this category are earned university credits beyond the highest degree obtained; the organization of presentations, performances, or symposia by others; participation in seminars, institutes and workshops; chairing a session at a professional meeting; performance study (lessons); books and journals read, performances attended; and Faculty development and Sabbatical leaves.

Research, Performance, Composition and Publication. This category includes publications (books, articles, compositions, etc.) that have been written and copyrighted, with the place and date indicated; grants that have been proposed and submitted whether funded or unfunded; papers or presentations at professional meetings; conducting or performance as a soloist, in an ensemble, or with a large music organization; compositions performed by recognized music organizations; curricular development and activity related to music study, creation and performance, e.g. historical foundation, performance practices, investigating new literature, theoretical aspects, education, pedagogy, etc.

6. Other personnel-related policies/processes (listed alphabetically)

a. Complaints/Grievances

for faculty:

(cf. *Faculty Personnel Rules* UWS 6.01, 6.02 and UWL 6.01 and 6.02;
and *UWL Employee Handbook*, p. D-1)

for academic staff:

(cf. *Academic Staff Policies and Procedures* UWS 13.01, 13.02 and UWL
13.01 and 13.02; and *UWL Employee Handbook*, p. D-1)

b. Faculty status (academic staff)

(cf. *Faculty Personnel Rules* UWS 3.01, see especially paragraphs (d) and
(e) including “Note” preceding these paragraphs)

c. Graduate faculty

(cf. “Graduate Faculty Policy,” 1995, on file in Office of College of
Liberal Studies, and in Office of the Provost/Vice Chancellor)

d. Leaves of absence

for Sabbatical, faculty development, leave and leave without pay
(cf. *UWL Employee Handbook*, p. L-4)

for classified staff

(cf. *UWL Employee Handbook*, p. E-3)

for family/medical leave

(cf. *UWL Employee Handbook*, p. G-1 and G-2)

e. Salary equity

(cf. “Salary Equity Adjustment Policy,” on file in Faculty Senate Office,
323 Main Hall)

for faculty

(cf. UW-L Senate Policy on Salary Equity Adjustments in file in
Faculty Senate Office, 323 Main Hall)

f. Summer session

Departmental policy procedures and guidelines:

SUMMER SESSION STAFFING

- I. In compliance with the Faculty Senate on Summer Session Policy, April 12, 1971, the Department of Music has established the following priorities for the staffing of its summer session programs:

FIRST PRIORITY

Those with earned doctorates in their fields who have completed a minimum of two year's experience at LaCrosse by the outset of the summer session in question, and who have a full time teaching assignment during the academic year; tenured faculty who have a minimum of 20 years experience at UW-L shall be included. Rotation should be devised by seniority in the event that the number of first priority faculty exceeds the number of summer positions.

SECOND PRIORITY

Non-doctorates without tenure. These will not ordinarily be appointed unless they have some unique specialty or expertise needed for the summer program. Faculty members whose educational preparation codes are other than #1 are encouraged to further their graduate studies during the summers.

- II. The available faculty allocation shall be divided into four partial appointments. Two of the appointments shall be allocated according to Priorities I and II above, the third shall be assigned to department chairperson and the fourth shall be assigned to the Marching Band director (in lieu of serving in the regular allocation by rotation).
- III. Staff members who resign or expect to resign from the faculty for the ensuing year should not be recommended for the summer session appointments, or if previously appointed to the summer session faculty, their appointments will be rescinded.
- IV. Faculty in the first priority may elect to skip (bank) fractional summer session appointments as many times as they desire. The accumulated appointments may be redeemed by the faculty member at any point in time and prior to the delivery of the letter of intent to retire. Such redemption may not cause a faculty member approaching retirement to be eligible for summer school appointment. The redemption shall be at a maximum of 50% of the departmental allocation for any one-summer session, or in the case of the department chairperson, to a maximum of 100% of the departmental allocation (but no more than a full position).
- V. The chairperson, normally appointed to the summer school session may elect to skip (bank) summer school academic assignments, but is expected to carry out administrative duties for which the administration now offers an 18% of a summer assignment. The 18% administrative allocation cannot be banked. The

chairperson is out of the rotation for assignment to summer school teaching. This person is eligible for summer assignment when s/he leaves the position of department chair and shall be in the same position in the rotation that they were prior to being department chairperson.

- VI. Upon notification by a department member of intent to retire, a faculty member shall be granted one-half of the allocated positions for two summer sessions prior to retirement provided that that person has been a member of the department for at least ten years. If the department chairperson indicates a date for retirement, s/he shall be able to redeem up to one position for two summer sessions prior to retirement. If a faculty member signifies intent to retire and is granted summer session appointments for retirement purposes and subsequently does not retire, then this person shall not be granted further summer session appointments outside the rotation process.
- VII. In the event that a class of a faculty member assigned to summer school is canceled because of low enrollment, the faculty member's teaching assignment shall be reduced. The canceled portion of the teaching allocation cannot be banked nor assigned at a future time.

- g. Tenure density
(cf. *UW-L Employee Handbook*, p. L-19 and L-20)

- h. Travel allocation
(cf. “College of Liberal Studies Travel Support Policy”)

Additional department policy procedures and guidelines:

Travel

PROPOSAL FOR THE USE OF MUSIC DEPARTMENT TRAVEL BUDGET

- 1) A travel committee of five faculties shall serve each academic year. The members of the committee are determined by rotation of faculty and teaching academic staff who have at least one year teaching experience at UW-L and who have at least a 50% appointment.
- 2) At the beginning of each academic year, the travel committee will meet to assign priorities to all department travel requests.
- 3) At the beginning of each academic year (deadline September 30), all faculty members planning to travel to conventions, etc. will submit a request for travel support for each planned trip.
- 4) The travel committee will determine priorities in accordance with the categories defined below.
- 5) The department chair will assign travel awards on the basis of the travel committee's assigned priorities and in compliance with the funding guidelines described below.

Categories for funding within the music department were established by vote as follows:

- Category 1:
- a. Presentation of research, creative works, performance
 - b. National officer, state office or board of directors with secluded participation.
 - c. Conference organizer

- Category 2:
- a. Session chair
 - b. Session organizer
 - c. State representative at a national convention
 - d. Unpaid, invited adjudicator
 - e. Panelist or respondent

- Category 3:
- a. Attendance at a conference or convention
 - b. Private study or research
 - c. Presider at a state, regional or national conference

Funding Guidelines:

- A. A faculty member may be funded for only one request in Category 2 and/or 3. Determination for which request to be funded based on the most expensive request.
- B. A faculty member may be funded a maximum of twice in Category 1.
- C. All requests which indicate pending work are left without a category.
- D. Funds are distributed at a ration of 3 to 2 to 1. Category 1 receives \$3 for every category 2 \$2 and Category 3 \$1.

- i. Workload
(cf. *UW-L Employee Handbook*, p. F-41 through F-43, “UW-LaCrosse Faculty Workload Policy”; and p.H-5, “Faculty Load Reports”)

Classified staff policies

1. Annual review:
regarding a. Goals, and b. Review of goals:
(cf. *UW-L Employee Handbook*, p. E-3, Performance Evaluations)
2. Other

Student policies

1. Evaluation of instruction
(cf. UWS 3.05 and UWL 3.05 [2])
2. Advanced placement
(cf. *UW-L Undergraduate Catalog*)
Advanced placement is available in all music programs. Consult the Admissions Office for guidelines and conditions.
3. Incompletes
(cf. *UW-L Undergraduate Catalog*; and *UW-L Employee Handbook*, p. H-3)
4. Advising
(cf. *UW-L Undergraduate Catalog*)
Most faculties will have advising responsibilities for UW-L students. Advisors are assigned by the department Program Assistant in consultation with the Department Chair.
5. Expectations/responsibilities
6. Appeals/grievances
 - a. Grade appeals
(cf. *UW-L Undergraduate Catalog*; and *Eagle Eye*)

Only the instructor of a given course may change a grade.

 1. Grade appeals must be initiated by the student in writing to the instructor who awarded the grade being appealed.
 2. If no resolution is achieved through Step 1, students may request the Department Chair to evaluate the appeal. The Chair will discuss the issue with the student and faculty member involved (at the student's request). The Chair will make a recommendation to the student and instructor.
 3. If no resolution is forthcoming after Step 2, the matter will be referred to the office of the Dean.
 - b. Academic non-graduate appeals
(cf. *UW-L Undergraduate Catalog*; and *Eagle Eye*)
 - c. Grievances
(cf. *UW-L Undergraduate Catalog*, and *Eagle Eye*)

Other policies/processes (add as needed individual departments)

1. Department goals/planning
2. Program assessment
Most recent Assessment of Student Learning Outcomes Program Report
follows.